



THE NEW YORK STATE SEAL OF BILITERACY (NYSSB) GUIDANCE TOOLKIT

Module 6: Planning to Celebrate the NYSSB



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MODULE 6 OBJECTIVES

Participants will be able to:

- Know how to fill out and submit the Seal Request Form;
- Brainstorm how, when, and where the New York State Seal of Biliteracy (NYSSB) candidates will be celebrated at their school; and
- Identify the resources, tasks, and staff necessary for this celebration.



WARM UP

How and when are you planning to celebrate the NYSSB in your school?



TIMELINE

SUGGESTED TIMELINE FOR THE NYS SEAL OF BILITERACY

Planning Stage	Formation Seal of Biliteracy Committee: <ul style="list-style-type: none"> - Determine members of the Seal of Biliteracy Committee (SBC): Administrator, Guidance counselor, World Language Teacher, ELA teacher, ESOL/ENL teacher, Other members - SBC members read the NYS Seal of Biliteracy Handbook 	Aug-Sept
	Communication of the program: <ul style="list-style-type: none"> - Advertise the Seal of Biliteracy to the school community - Establish points of contact for the students, parents and stakeholders 	Sept-Oct
Recruitment Stage	Identification of the qualified cohorts and plan development: <ul style="list-style-type: none"> - Identify students who are qualified and interested in applying for the Seal - Determine how students will earn their 3 credits each for both World language and English - Develop rubrics for both world language and English presentation - Create a timeline for important events - Begin plans for student recognition and awards - Identify potential student candidates for future years to inform and begin the process of planning for Seal candidacy 	Oct-Nov
	Notification to NYSED of intent to establish the NYSSB program for the year: <ul style="list-style-type: none"> - Complete the online School Notification Form (by December 1) 	Nov-Dec
Implementation Stage	Student application and scheduling an advisor: <ul style="list-style-type: none"> - Students submit applications - Match Seal candidates with advisors 	Dec- Jan
	Student Evaluation: <ul style="list-style-type: none"> - Advisors monitor students' progress and prepare for presentations - World language assessments completed - Panel presentations conducted - Submit online Culminating Project Notification Form (by April 15) 	Jan-May
Celebration Stage	Ordering of the Seal Image: <ul style="list-style-type: none"> - Submit online Seal Request Form (by May 31) - Email the End-of-Year Data Form Excel spreadsheet (by May 31) - Finalize plans for student recognition and awards 	May
	Celebrating students' achievement: <ul style="list-style-type: none"> - Recognize student achievements - Use SIRS code 8312 to designate the Seal of Biliteracy on students' transcripts - Affix Seals to diplomas - Distribute medallions for students to wear at graduation 	June
Reflection Stage	Review data and processes: <ul style="list-style-type: none"> - SBC members review progress, subgroup data and procedures - Celebrate successes and discuss areas of growth - Identify potential student candidates for the following year 	June-Aug



THE SEAL REQUEST FORM

- The [Seal Request Form](#) is an online form in which the school provides the number of Seal stickers and medallions requested, the school address to which they should be sent, and the date by which they are needed.
- It is recommended that the form be submitted by **May 31st** of **each school year** in order to receive the Seals and medallions in time for graduation.
- It is important for schools to work backwards from the date they will give out the Seal stickers and medallions to students and to allow at least one week's processing time from the date of request.

Section 1 of 6

NYSSB - Seal Request Form

The Office of Bilingual Education and World Languages will provide the physical Seal stickers to be placed on the diplomas and a medallion for each student along with a certificate template. Each school awarding the Seal must submit this online Seal Request. The original deadline for this form (as well as the End-of-Year Data form) was May 31st, however, given the COVID-19 school closures, schools may turn in these documents after the 31st.

In addition, in order to receive the physical Seals, schools must also submit a completed End-of-Year Data form (as an Excel spreadsheet – do not send a PDF or a link) emailed to obewldocsubmit@nysed.gov.
Please note that NYCDOE public schools submit the End-of-Year data form directly to jschimmel@schools.nyc.gov (DML) rather than the above address.

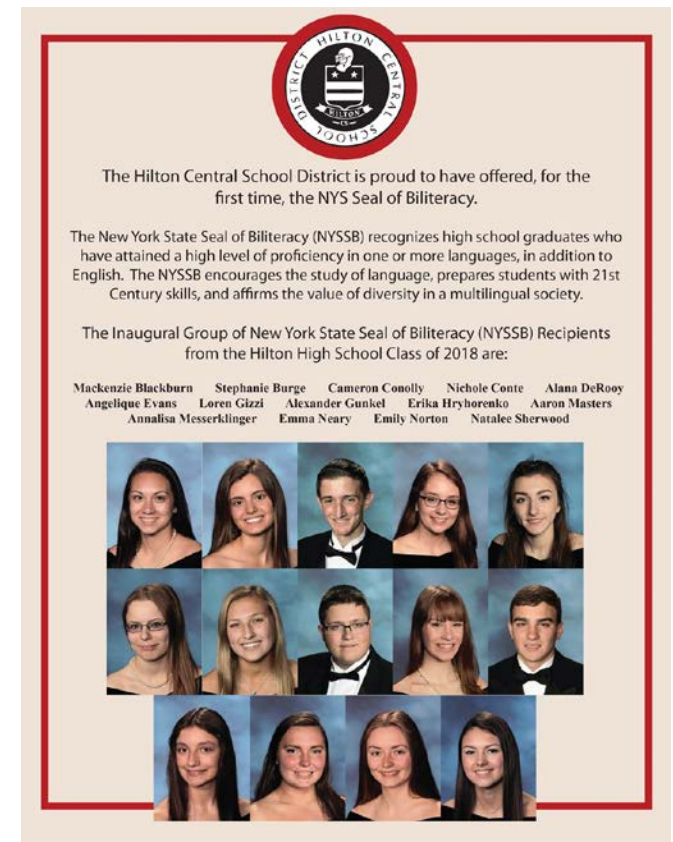
Physical Seals and medallions will only be provided for students who have completed all of the required criteria at the time the Seals are ordered. If additional students complete the requirements after the deadline (for instance, students who are waiting for AP/IB exam scores that are generally available in July), schools must resubmit an amended "School Request form" and an "End of Year Data form" once the scores are available so that the remaining Seals can be mailed to the contact person.

<http://www.nysed.gov/bilingual-ed/nyssb-seal-request-form>



HONORING CANDIDATES

- Notification to parents
- School website
- Local newspaper article
- Bulletin board or school display
- School announcements
- Promotion in classes
- Notification to Board of Education
- Social Media



AWARDING THE NYSSB

NYSED will provide:

- A Seal sticker to affix to each candidate's diploma;
- A medallion for each candidate;
- Templates for schools to use to recognize students who earn the NYSSB and those who earn it in more than one world language in addition to English; and
- The digital NYSSB image of the current for schools to use in their publications/websites.



[Photo courtesy of Webster Central Schools](#)



AWARDING THE NYSSB



NOTATION ON OFFICIAL SCHOOL DOCUMENTS

- Notation on graduation program
- Notation on transcript - Code: 8312
- SIRS Reporting - Accountability Measures for College, Career & Civic Readiness

Legend	
Class Periods = 83 minute blocks, alternate days, 40 weeks per year.	
R: Regents	SS: Summer School
E: Enriched Curriculum	W: Withdrew
AP: Advanced Placement	Passing Mark: 65%
Graduated:	6/23/19
School:	Batavia High School
Diploma Type:	Advanced Regents with Honors with Bilingual Seal

2016-2017 09/10			Credits: 2.000
Course Name	Prq	Credits	
Living Environment	88	1.000	
Spanish I	88	1.000	
2016-2016 09/16			Credits: 7.000
Course Name	Prq	Credits	
United History II	88	1.000	
Chemistry	100	1.000	
Orchestra	100	1.000	
Physical Education	100	0.500	
ELA II - Common Core	100	1.000	
ELA II - Common Core	88	1.000	
Common Core Geometry II	100	1.000	
Spanish II	100	1.000	
2016-2017 09/10			Credits: 7.000
Course Name	Prq	Credits	
Chemistry	100	1.000	
Math in Biology/Chemistry	100	1.000	
Physical Education	100	1.000	
Orchestra - 2 Day	88	0.500	
ELA II - Common Core	88	1.000	
PreCalculus	100	1.000	
Spanish III	88	1.000	
2017-2018 09/16			Credits: 7.000
Course Name	Prq	Credits	
AP US History	101	1.000	
Psychology	100	1.000	
Geology	100	1.000	
History/Orchestra	100	1.000	
AP Biology	100	1.000	
Physical Education	104	0.500	
English III I	104	0.500	
English III II	104	0.500	
AP Calculus	100	1.000	
Spanish IV	101	1.000	
2017-2018 Batavia High School 09/11			Credits: 1.000
Course Name	Prq	Credits	
COMMON CORE ALGEBRA	100	1.000	
2018-2019 Batavia High School 09/12			Credits: 6.000
Course Name	Prq	Credits	
FEDERAL RESERVE BANKING	104	0.500	
CAREER AND EDUCATION TRAINING - IND STUDY	104	0.500	
ELA AP LITERATURE	104	1.000	
SPANISH III	101	1.000	
AP CALCULUS	104	1.000	
Physical Education	104	0.500	
COMMON CORE SCIENCE - IND STUDY	100	1.000	
GOVERNMENT	100	1.000	
AP Computer Science Principles - Ind Study	100	1.000	



REVISITING MODULE 6 OBJECTIVES

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- ✓ Identify the resources, tasks and staff necessary for this celebration.

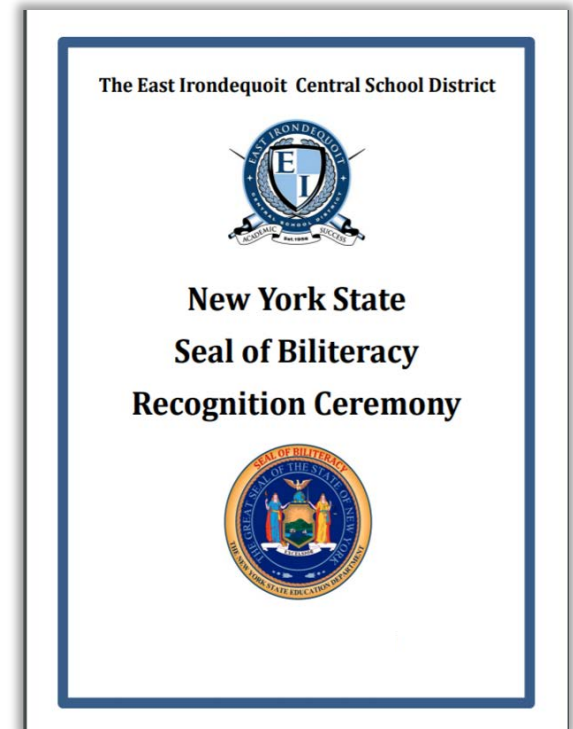


ACTION ITEMS

Action Items!

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- ☒
- ☒
- ☒

- Bring a draft of your certificate;
- Identify staff member who puts the notation on the graduation program;
- Identify staff member responsible for entering NYSSB code (8312) in data management system; and
- Identify when and where you will celebrate NYSSB candidates.



QUESTIONS?

Please share any additional questions you may have.

Further questions can be emailed to candace.black@nysed.gov or your local RBERN representative.



FOR MORE INFORMATION

Please contact Candace Black at candace.black@nysed.gov or via phone at (518) 473-7505 with any questions on the NYSSB. New York City Department of Education schools should contact the Division of Multilingual Learners at dml@schools.nyc.gov.

[The OBEWL New York State Seal of Biliteracy website](#)

Regional Bilingual Education Resource Network (RBERNs):

- [NYS Language RBERN \(Statewide\)](#)
- [Capital District RBERN at Questar III BOCES](#)
- [Hudson Valley RBERN at SW BOCES](#)
- [Long Island RBERN at Eastern Suffolk BOCES](#)
- [Mid-State RBERN at OCM BOCES](#)
- [Mid-West RBERN at Monroe 2 - Orleans BOCES](#)
- [NYC RBERN at Fordham University](#)
- [RBERN West at Erie I BOCES](#)



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NYSSB TASK FORCE

Abby Baruch, NYC RBERN @ Fordham

Chastity Beato, Newburgh CSD

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